

LETORT REGIONAL AUTHORITY
415 Franklin Street
Carlisle, PA 17013

MINUTES OF THE LETORT REGIONAL AUTHORITY
June 18, 2020

Due to the Corona Virus warnings, the Stuart Community Center continues to be closed. Our regular meeting is being held remotely on Thursday, May 21, 2020.

ATTENDANCE

All members absent, business conducted remotely.

Members / Reprs Participating: Andy Parker, Luke Shaffner, Fred Vigeant, JD Price, and Mark White

Members / Reprs Not Participating: Bill Berwick, Dennis Burkett

Staff Present Kathy Russell

PUBLIC COMMENT – None

PRESENTATIONS – None

ANNOUNCEMENT –.

APPROVAL OF MINUTES – Luke made a motion to approve the minutes of the May meeting with revision. Mark seconded the motion and the motion carried.

Administrator - (Kathy Russell) –

- Kathy reported that a public announcement regarding the completion of the audit was published in The Sentinel.

COMMITTEE REPORTS

Finance / Budget – (Luke Shaffner)

Monthly Financial Status

The memorandum of bills is as follows:

Receipts:

Current Month	
Donation	+\$250.00
Prior month Interest	+\$60.08
TOTAL RECEIPTS	+\$310.08

Bills Requiring Approval:

Administrator	-\$330.00
Verizon Wireless	-\$53.06
The Sentinel – Notice of Audit	-\$89.42
PennPRIME – Final policy payment	-\$1,050.00
TOTAL BILLS requiring approval	-\$1,522.48

Luke is researching the Verizon charge. He's thinking our check for payment and the new bill may have passed in the mail. Once the account is cancelled, we should receive a credit.

Luke provided the financial documents and made a motion that we pay the bills totaling \$1,522.48. Mark seconded the motion and the motion was carried.

Treasurer's Report:

BANK ASSET ACCOUNTS:

BUSINESS CHECKING ACCOUNT (07)

Beginning Balance	\$100.00	
Transfer from Business Savings Acct	+\$1,522.48	
Paid bill	-\$1,522.48	
Closing Account Balance		\$100.00

BUSINESS SAVINGS ACCOUNT (00) GENERAL FUND

Beginning Balance	\$22,525.10	
Donation – Check received	+\$250.00	
Interest	+\$2.07	
Transfer from Rstricted Funds Account	+\$1,403.52	
Transfer to Checking	-\$1,522.48	
Closing Account Balance		\$22,677.37

BUSINESS MONEY MANAGEMENT SAVINGS, FRIENDS OF THE LETORT

Beginning Balance	\$11,221.00	
Interest	+\$.76	
Closing Account Balance		\$11,221.76

BUSINESS SUPPLEMENTAL SAVINGS, RESTRICTED FUND -01

Beginning Balance	\$1,503.39	
Interest	+\$.13	
Transfer to Business Savings	-\$1,403.52	
Closing Account Balance.....		\$100.00

CERTIFICATE OF DEPOSIT #40 (25 Month) (Matures 2/1/7/21)

Transferred from CD#45	\$5,454.37	
Interest	+\$12.37	
Closing Account Balance.....		\$5,466.74

CERTIFICATE OF DEPOSIT #41 (25 Month) (Matures 8/17/20)

Beginning Balance	\$5,355.41	
Interest	+\$10.37	
Closing Account Balance.....		\$5,365.78

CERTIFICATE OF DEPOSIT #49 (15 Month) (Matures 07/05/20)

Beginning Balance	\$5,206.75	
Interest	+\$10.30	
Closing Account Balance.....		\$5,217.05

CERTIFICATE OF DEPOSIT #50 (15 Month) (Matures 05/20/21)

Beginning Balance (4/20/19).....	\$5,376.02	
Interest	+\$12.19	
Closing Account Balance.....		\$5,388.21

CERTIFICATE OF DEPOSIT #51 (29 Month) (Matures 03/19/212)

Beginning Balance (10/18/19).....	\$5,345.12	
Interest	+\$11.89	
Closing Account Balance.....		\$5,357.01

TOTAL FINANCIAL ASSETS ON DEPOSIT:..... \$60,893.92

Luke reported that we have two CDs maturing, one in July, and one in August. Luke made a motion to renew both CDs when they expire. Fred seconded the motion, and the motion carried.

- Financial Summary – The financial summary report is as noted.
- Budget Report – The budget report is as noted.
 - We are half way through the year and we are pretty much on target. We are still waiting for the South Middleton contribution.

Friends of Letort – Mark White

- All events have been cancelled.
 - We will plan to do a letter campaign in the fall.

Grants – Andy Parker –

- Penn State Extension offers on-line training – \$50 fee – 4 hours
 - Dave expressed an interest in taking this training.
 - Andy made a motion to reimburse Dave for this training, Mark seconded the motion, and the motion carried.

Audit – Vacant

- No report

Information and Education – Fred Vigeant

- Recent press releases and Facebook posts – Fred asked all board members to submit any photos taken along the trail to him for posting.
- Fred plans to update the website to add Dave as a board member and remove Sandy.
- Fred asked about sharing DCNR information on our website. Andy thought it would be fine and possibly give us additional exposure.

Nature Trail – Dennis Burkett

- Trail maintenance –
- Tree maintenance – Dave was on the trail on Sunday and removed several trees.
- Benches Project –
 - Andy met with Joe McCorkel to mark the locations for placement of the new benches.
 - Joe picked up the benches from Herb's garage.
 - It was determined that the hardware for the installation was not included in the boxes.
 - The feet on the benches was not the same as shown on the catalogue.
 - We are rethinking on the way the benches will be mounted
 - There is an issue with CPC – Ben Mummert said he has a problem with putting the benches on a slab.
 - A slab would be the most cost-effective way to do the installation.

- A slab would prevent weeds from coming up under the bench.
 - Joe will put the bench by Boonybrook (adjacent to the CPC property) in piers.
 - Given that the benches do not have the feet they are supposed to have, all of the benches will be installed in piers.
 - Joe will purchase stainless steel hardware for the bench installation.
 - Brush and weeds will have to be maintained around the benches.
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- Fill your trail map boxes – Please continue to fill your assigned map boxes as needed.
 - Plaques for map boxes – We need to get into the office and find the stickers that will need to be copied onto a metal plate to be riveted onto the map boxes.
 - SMT trail extension / ROW agreement – Andy left a message to get an update on the status of the trail extension. A right-of-way agreement will also need to be executed.

Long-Range Planning & Easements – Andy Parker

- Cumberland Conservation Collaborative report (Bill) – No report

Stream Ecology - William Berwick

- ALLARM report and analysis – No report

Project Review - Andy Parker

- The Peace Centre – 505 Cavalry Road, NMT – Andy will review

OLD BUSINESS:

- Board Vacancies – North Middleton Township and Cumberland County (2) –
 - Dave has provided a potential candidate for a county representation, Joel Hicks.
 - Since he is a borough council member, there may be a conflict of interest issued.
 - Andy sent an email to Sandy Moyle at the county office to see if there is a conflict, but he has not had a response.
 - Andy pointed out to Sandy that the county has two vacancies to fill.
- 501(c)(3) – Andy has not heard back from the state on why our application was rejected. He doesn't know if the incorrect form was submitted or if our organization does not qualify as a quasi-government authority. Andy will follow-up.
- Volunteer Liability Waiver – Andy made a motion to accept the revised Accident Waiver and Release of Liability Form. Mark seconded the motion and the motion carried.

NEW BUSINESS:

- Letter of Support to SMT for PA WalkWorks grant – Andy received an email from South Middleton Township. They are looking for a letter of support from us. They are applying for a PA WalkWorks grant. This is an organization based out of Pittsburgh that helps communities develop walkable communities. They are doing an updated comprehensive plan for pedestrian and multi-modal facilities in the township. This will be an update and compilation of previous studies including one that the LRA funded a few years ago. Andy drafted a letter. Luke made a motion to accept Andy's letter and have it sent out. Mark seconded the motion and the motion carried.
- Trail ROW and CPC property conflict – Andy was on the county's tax parcel map site. When the CPC purchase the Burgoon property to create the preserved, they purchased the crest beds, and the hill parcels (17 and 15 acres), and then they purchased one of the building lots that was approximately 3 acres. In the process of doing that, they apparently found a 1.2-acre parcel that was sort of no man's land. If you find it, you can claim it. The CPC did claim it and told us that they were doing that. What Andy didn't realize is, the LRA use to own the 50-foot rail right-of-way. This should not have been an orphaned property. Andy doesn't know what we need to do to rectify this issue or we just chalk it up to that we still have the trail right-of-way. We may need to reach out to our solicitor to handle. Andy has a friend who has a fair amount of real estate right-of-way knowledge that he can ask for advise and see if we need to go to our solicitor to rectify.
- Railroad history submitted by Dave Burger. It would be nice if we could find whatever maps or provide links. We should do whatever we can to preserve the rail heritage of the trail. Fred will post some information on the rail history. Dave Burger would like to give a presentation at a future board meeting.
- New Projects (Dave) –

If anyone has a strong feeling on any item that you feel we need to do, please speak up.

A cost estimate to replace the large sign would cost approximately \$120-\$140 per square foot for a sign and installation. (9-10 sq. ft. per sign). This is in Andy's cost estimate for the grant.

- Trail and bridge rehabilitation (incl: spur trail, new bridges, trailhead parking, bridge, sign, and kiosk repair)
- Bridge repair - Andy refined Dave Price's list and provided some rough cost estimation of approximately \$65,927.00. We could apply for a grant for the bridge rehabilitation along with a few other repair and maintenance items. Dave will do an assessment of the bridges and come up with a list repairs that we could accomplish ourselves. He will come up with a material list of supplies needed to do repairs. We need to do some minor repairs before we get a grant to do major repairs.

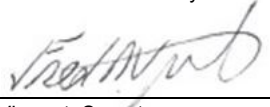
We have a line item in our budget for trail and maintenance repair. Dave will contact Lowe's to see if they will donate or give us a discount on supplies such as stain, wood preservative, lumber and other materials to clean up the four bridges. Plans to get volunteers and set up a day in late August or early September to do repairs.

- Warning signs – Not a priority
- More benches – We could probably install a bench between Goodyear and Letort Park. Let's get our existing benches installed and get the plaques for the memorial and dedication and then look in to providing additional benches.
- Trail beautification – Not a priority
- Fun run – Not discussed
- Fishing / access signs – We can do an inventory on where these signs are needed and what they need to say.
- Trail access signs for shirts / vests for members – We should not use authority funds – may be purchased individually.
- Trail access cart / ATV – Not needed
- Trail map update – We can include the South Middleton trail extension, add where benches are located. We will pursue funding from Faulkner.
- Revisit trail extension – Lamberton MS to Letort Park (along stream) – This would require another grant. Andy will reach out to Chris Houston to see what the history is with the property owners to see if it would be beneficial to extend the trail along the stream.
- Watershed protection guide for entire watershed – We can work with Dickinson to get owner information along the stream and get funding from Faulkner.
- Watershed mapping upgrades for website -
- Inspection and assessment of LRA property and easements (include adjacent property owner notification) – We should take a look to see if any of the adjacent property owners are infringing on our properties or if people are building on property that is in violation of the easement. Make sure that adjacent property owners are aware that the authority owns either an easement or property so that they don't think that is their property.

Luke made a motion to adjourn the meeting. Mark seconded the motion and the motion carried. The meeting adjourned at 8:30 p.m.

NEXT MEETING

The next regular meeting of the Letort Regional Authority is scheduled for Thursday, July 16, 2020, at 7:00 p.m. This will be a ZOOM meeting. We plan to be back at the Carlisle Community Center for our August 20th meeting.



Fred Vigeant, Secretary

7/16/20

Date Adopted

Prepared by: Kathy L. Russell